LUBBOCK - COOPER
Elementary
2737 134th Street
Lubbock, TX 79423
P: (806) 993-2342 F: (806) 993-2382
Candice Cross PRINCIPAL
April Baucum ASSISTANT PRINCIPAL
Missy Ware ASSISTANT PRINCIPAL
Melissa Francis COUNSELOR
Mandy Westbrook DIAGNOSTICIAN
Traci Harrison NURSE

Arrival & Dismissal Procedures
For Lubbock-Cooper East Elementary

Greetings, East Elementary families!

We are excited to welcome our Pirates back for the new school year at East Elementary. Our daily arrival and dismissal procedures will ensure maximum safety for our Pirates and increased efficiency for our parents.

Please note that parents may enter the building from the north doors only. We have trained all employees to deny the entry of anyone without an LCISD employee badge at any other point throughout the building. Designating only one entry point for all visitors to our campus, no matter the time of day, helps to maximize safety on our campus for all students and staff; we appreciate your cooperation and understanding.

Student Arrival Procedures:

The East Elementary campus will open to students at 7:15 AM each morning.

Parents wishing to drop their children off from the vehicle in the morning may do so on the north or south sides of the building. Please refer to the campus map to assist in locating and accessing these designated areas. East Elementary employees will assist in unloading students at designated stations. For the safety of your children, please do not allow them to exit the vehicle until you are stopped at a designated station.

Students wanting to eat breakfast will do so in our cafeteria. Upon completion of breakfast, students will move to their designated waiting areas.

Children who are dropped off before 7:45 will be asked to wait in their designated location to ensure supervision and safety. Our Pirates will be divided by grade level into locations around the building as they wait for the school day to begin. Locations for each grade level are provided for your reference, below:

ECSE - Cafeteria
Pre-Kindergarten - PK Neighborhood
Kindergarten - Discovery Center
1st & 2nd Grade - Gymnasium

3rd Grade - Outside 3rd Grade Neighborhood
4th Grade - Library
5th Grade - Outside 5th Grade Neighborhood

All students will be supervised by East Elementary employees as they wait in the morning and will be escorted to their classrooms at 7:45.

The tardy bell will ring at 7:55 AM each morning. Students inside the building at 7:55 AM are not counted tardy.

Student Dismissal Procedures:

Each afternoon, a bell ringing at 3:20 PM will signal the release of our East Elementary Pirates. Siblings will meet up in their designated dismissal locations to be released together.

Bus students are loaded directly onto their school bus at 3:20 PM, with buses departing from the campus no later than 3:25 PM each day.

Students who attend daycare in the afternoon are loaded onto their provider's vehicle at 3:20 PM or as soon as the vehicle arrives on campus. YWCAre is provided on-site at East Elementary each day. For more information about YWCAre, please contact YWCA of Lubbock at 806-771-0184.

Students who choose to walk home in the afternoon are escorted out of the south side of the building by staff members, where they walk to 137th street. East Elementary employees supervise the transition of students off of the campus and into the surrounding Viridian neighborhood.

East Elementary will utilize the CarRider Pro system to make the afternoon pick-up system safer and more efficient. CarRider Pro uses hang tags for your vehicle, which will be provided for your use. During student pick-up, the tag should be in full view with the numbers facing the windshield so that our school staff members can see them. If you would like more information about the CarRider Pro system, you can visit their website at www.carriderpro.com. If you do not already have a car tag for drive-up, please stop by the office.

Students with last names beginning with A-L will be picked up on the north side of the school in the drive-up lane off of 134th Street. Students with last names beginning with M-Z will be picked up on the south side of the school in the drive-up lane between 137th Street and the building. If siblings have different last names, they will wait in the area designated for the youngest child's last name. East Elementary employees will assist in loading students at designated stations.

In Summary:

- Student drop-off will occur on the north and south sides of the building beginning at 7:15 AM each morning.
- Students will wait in designated areas by grade level.
- Parents may enter only through the main entrance (north doors) of the building.
- Parents are welcome to walk students to class at 7:45 each morning.
- The tarby bell rings at 7:55 AM each day.
- Parents may choose from drive-up, bus, walkers, or daycare options in the afternoon.
    - *Lubbock-Cooper ISD does not have classroom pick-up options in the afternoon on any campus.*
- Student pick-up for last names A-L will occur on the north side of the building.
- Student pick-up for last names M-Z will occur on the south side of the building.

Thank you for your continued support and partnership as we work to maximize the safety of our East Elementary family!

We look forward to an incredible school year!

Candice Cross

Candice Cross
Principal

LUBBOCK - COOPER
ELEMENTARY SCHOOL

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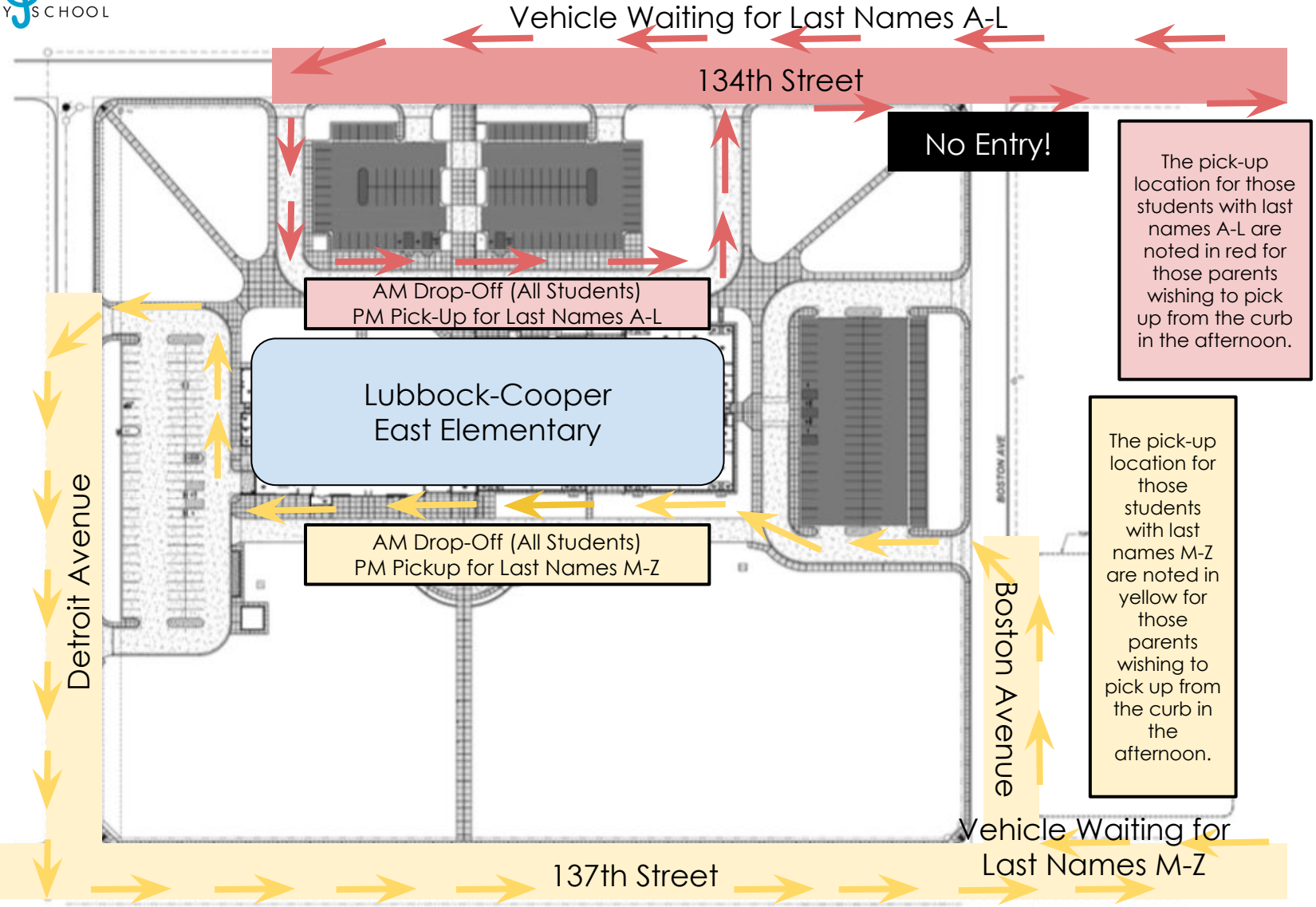

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Parents who choose to drop their children off in the morning or pick-up at the curb in the afternoon will pull forward to the next available station for assistance in loading/unloading their children. For the safety of our Pirates, cars are unloaded and loaded along the curb only. Please do not make a second lane of traffic or allow your child to cross traffic.